Human Resource Letter No. 11-13
EIP Dependent Eligibility Audit
May 31, 2011

In an effort to control costs, the Employee Insurance Program (EIP) is auditing subscribers who cover dependents for health, dental, vision or life insurance to ensure that only eligible dependents have coverage through EIP.

The initial audit cycle is expected to take 18 to 24 months to complete. At some point during the audit cycle, all subscribers who cover dependents will receive a letter from EIP asking them to submit documentation to verify the eligibility of each of their covered dependents. **If the subscriber does not provide documentation within 60 days of the audit request, his dependent will be dropped from coverage.**

There are several things you can do to get prepared:

- Make sure EIP has your correct address on file. You can view and update your address in MyBenefits.
- Review your files to make sure you have the required documentation for all of your covered dependents. The most common documentation required includes a birth certificate, marriage license and federal tax return. For a detailed list of the documentation required for your covered dependents, view the attached Audit Documentation Worksheet.
- If you do not already have the required documentation, we encourage you to request the documentation as soon as possible because this process may take several weeks, and many agencies increase fees for expedited delivery.

If you would like to submit your dependent document information prior to your cycle within the audit, you may do so by completing the attached Dependent Verification Form. For more information about the dependent eligibility audit, visit www.eip.sc.gov/audit.

Attachments: Dependent verification Form
                 Audit documentation

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